

FDOH Environmental Laboratory West Palm Beach (FDOH ID: E261163)
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Chain of Custody (COC) for Total Coliform / F. Coli

Palm Beach County			Cilai	ii oi Gustou	y (COC) for Total Coll	iloiiii / L. Coi	ı				
			Field Sample D	ata				Sam	ple Receipt (To	be completed by Lab)	
Date:			Person(s) to Ser	d Report to:				Received in Ice?			
Client:			Email or Address for Report:					Temperature of sample bottle(s) (°C):			
•		Permit # (if applicable):					IR Thermometer ID:				
Collector's Contact In (phone / email):	ıfo		System Name (if	applicable):				Refrigerator Sto	rage ID:		
Number of Coolers:			System Address	(if applicable):				Sample(s) Acce	pted? Y or N:		
Type of Supply: (che	eck only one)	_									
	Community Water Limited Use System	Non-Transient No	-	-	_	Non-community W	ater System	Othor			
_		Bottled Water		Private Well	Swimming	P00I		Other:			
Reason of Sampling	g: (check all that apply) Distribution	Distribution Repea	at 🗆	Raw (triggered o	r assessment) Raw (trigg	ered or assessmen	t) additional	Well Sur	rvev		
			o check type of sample being replaced) Boil Wate								
To be completed by collector of sample To be completed by lab									pleted by lab		
Sample #	Sample Point (Location)	Collection Time	Sample Type ¹	рН	Person Performing Chlorine Analysis ²	Field Residual Chlorine (mg/L)	Chlorine Analysis Method (e.g. DPD)	Perservative in bottle? Y or N	Labworks Unique ID #	Notes	
Note 1: Indicate the samp Note 2: Indicate the qualif	le type for each sample collected. San ying status of the person performing d by a certified lab; (4) Employed by DEI	nple type codes are: D=Distribution isinfectant analyses. This only	ition, C=Repeat/Checapplies to disinfectan	k, R=Raw, N=Entry t analyses for type	Point to Distribtuion, P=Plant Tap, S'D" and "C" samples at community a	S=Special (clearance, and non-transient non-	etc). community public wate	er systems. Example	es include: (1) A certifie	ed operator #; (2) Supervised by cert	tified
operator #; (3) Employed I	by a certified lab; (4) Employed by DEI	P or DOH; (5) Authorized repre-	sentative of supplied	water.	Chain of Custody						
Relinquished By:			Date:			Time:			Notes:		
Received By:			Date:			Time:					
Relinquished By:			Date:			Time:					
Received By:			Date:			Time:					
			Reviewed By:			Date:					
DC#: COC-001 Rev. 4			Approved By: JN	ин	Effe	ective Date: 3/22/2024	ļ		Page 1 of 1		

FDOH ENVIRONMENTAL LABORATORY WEST PALM BEACH

Instructions for Completing a Chain of Custody Record for Drinking Water Samples

The attached is an example of Chain of Custody form or sample submission sheet. The document is completed in the field and provides a written record of the handling of the samples from the time of collection until they are received at the laboratory. The Chain of Custody form also provide information on what type of testing is being requested and can act as an order for laboratory service in the absence of a formal contract. Chain of custody and any additional record received at the time of sample submission are maintained by the laboratory.

I. Fie	elds to be completed by sample coll	ector:
1.	Sample Collection Date	samples are collected on more than one day, provide the
2	Client	collection date for each sample. Provide Client full name.
		Provide the sample collector fist and last name.
	Collector's Contact Info	
	Number of Coolers	
	Person to Send Report to	
7.	Email or Address for Report	·
8.	Permit #	Provide the 7-digits DEP PWS ID number.
	System Name	
10.	. System Address	Provide the address in which the system is located.
11.	. Type of Supply	Check the box next to the type of PWS or source being tested.
12.	. Reason for Sampling	Check the box next to the reason the samples are being collected.
13.	. Sample #	Provide a unique number for each sample.
14.	. Sample Point	Provide the specific street address (or equivalent) for each sample collected.
15.	. Collection Time	Provide the time of collection for each sample collected.
	. Sample Type	type codes are: D = Distribution (routine compliance), C = Repeat/Check, R = Raw, P = Plant Tap, S = Special (Clearance, etc.).
	. pH	Indicate the field pH of the water sample.
18.	. Person performing Chlorine Analysis	Indicate the person performing disinfectant analyses. This only applies to disinfectant analyses for type "D" and "C" samples at community and non-transient non-community public water systems.
19.	. Disinfectant Residual	Indicate the disinfectant residual in mg/L (Chlorine, Chloramines, Chlorine Dioxide, etc.)
20.	. Relinquished By	•
II. Fi	elds to be completed by the laborat	·
		Indicate whether or not the sample meet minimum conditions of preservation (i.e., a temperature of <10°C is to be maintained during transit)
2.	Temperature of sample bottles	- · · · · · · · · · · · · · · · · · · ·
		electronic IR thermometer.
		Laboratory record IR Thermometer unique ID.
		Indicate whether or not the sample is accepted.
5.	Preservative in bottle	The laboratory can show that the received sample container is from their laboratory or have been
		appropriately tested and documented.
6.	Labworks Unique ID #	Provide a unique number for each sample.
	Received By	The person who receives the samples at the laboratory must sign, date, and write the time they were received.